

U.S. GOVERNMENT PRINTING OFFICE 1959  
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10 Nov 1959

MEMORANDUM FOR: Director of Training

SUBJECT : Procedures for Production of Training Films

REFERENCE : Memo dtd 16 Sep 59 to DD/3 fr D/TM, subj: "Production of Training Films"

1. As a result of my study of the film production process and of your referenced memorandum suggesting formal procedures for approval and review of individual films, I would like to have the steps outlined in paragraph 2. followed from this date until further notice.

2. (a) Approval

Requests for training films originating outside of the Office of Training will be submitted by the Deputy Director concerned, through the Director of Training for staffing, and then to the Deputy Director (Support). Office of Training requests will obviously follow the same routing and all requests, of whatever origin, should include comments about the general theme, objective of the film, and the use to which it would be put as well as a preliminary cost estimate. The internal procedures of coordination between the Office of Training and the Agency component involved are satisfactory as described in your referenced memorandum. I understand the difficulty in arriving at a final cost estimate but will expect to review the project as soon as it is possible to determine this.

(b) Review

Although I note that policy approval for use of the film is obtained upon completion of the script, it is my feeling that there should also be a review of the completed film before it is made available for official showing. This step constitutes, I realize, a check on the direction and acting in the film, but this seems a necessary step to help determine whether the final product

actually accomplishes the objective. In other words, it seems possible to me to have an excellent script and still turn out only a fair movie. For this reason I would like to consider the selection of a small ad hoc and specially selected committee for each film to approve it before it is shown officially as CIA policy or doctrine.

3. Paragraph 1.a. of your memorandum indicates that you will submit to me in June of each year an outline of your entire projected film program for the following fiscal year and that you can prepare such a memorandum for Fiscal Year 1960 immediately. I concur in both of these suggestions and shall expect the Fiscal Year 1960 outline as soon as it is easily possible for you to get it to me.

/S/

L. K. WHITE  
Deputy Director  
(Support)

CIA-10/33:OK:clf (9 Nov 59)

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